



PALM BEACH COUNTY HOUSING AUTHORITY

RFP ADDENDUM #1 Solicitation No. PBCHA-URFP-2020-23

DATE: August 21, 2020
TO: All Prospective Responders
RE: **Vocational Training Services**

The following additions and/or modifications to the Unsealed Request for Proposals (URFP) posted to the PBCHA website, on August 10, 2020 will become part of the Vocational Training Services. The URFP closing date and time has been extended to September 14, 2020 until 2:00 p.m.

The following documents are added to the bid documents:

1. Questions and Answers

The remaining portions of this Unsealed Request for Proposal for Vocational Training Services remain unchanged.

Sincerely,

LaQuavial Pace
Contracts and Procurement Manager

Please complete the attached acknowledgment and include with your proposal.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____

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Questions and Answers

1. Will PBCHA be referring prospective students to our college for training or will we be required to refer eligible students to your agency (upon the assumption that our proposal is accepted).

Answer: Yes. PBCHA will refer prospective students to the College or Vocational Training Facility that has been awarded the contract for this solicitation.

2. Is any portion of the proposal completed through your portal/website, or is all information manually submitted through electronic email, hand delivery or facsimile?

Answer: No, you cannot complete a portion of the proposal through PBCHA portal/website. Please read Page 2 of the solicitation - IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO: Palm Beach County Housing Authority, Procurement and Contract Administration, 3432 W 45th Street, West Palm Beach, Florida 33407. IF PROPOSALS ARE EMAILED: lpac@pbchaf.org . Respondents are responsible to insure that proposal are received on time. Late proposals will not be accepted.

3. Regarding the statement that each copy of the proposal be bound or contained in a single volume: what is the specific definition of 'bound' and 'single volume'? I'm wondering if I should use a printing service to 'bind' the proposal documentation, or if a 3-ring binder is sufficient. Unsure of what 'single volume' may indicate, other than 'not multiple' volumes.

Answer: Bound means binding pages together as a booklet or brochures. Single Volume means a single booklet or 3-ring binder. No, you do not have to use a printing service. Yes, 3 ring binder is sufficient. A single volume means that your 3-ring binder should contain a complete response to this solicitation. This is only applicable to those submitting a physical proposal.

4. Do you require the original proposal, with additional copies? If so, how many additional copies?

Answer: Yes. One (1) original, three (3) copies "Only if physical copies are submitted, submit 1 copy with an electronic copy by email or digital drive. The respondent is solely responsible to ensure that all pages and attachments of the proposal are received by the housing authority prior to due date. Palm Beach County Housing Authority takes no responsibility for the proposal being delivered on-time.



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5. Do you require our college catalog along with proposal and all supporting documents?

Answer: Please submit all documentation that will aid in evaluating your agency's ability to provide the services PBCHA is requesting.

6. Proposed Compensation: do you require a 'Breakdown for Cost Reimbursement' to satisfy this requirement?

Answer: Providing cost breakdown will help determine which agency will best fit our need. Final cost and pricing structure will be discussed during negotiations.

7. When would our Controller invoice for tuition payments? Each contract we've had in the past with various agencies, invoice during different time periods of the training program.

Answer: Invoicing paths and timing will be discussed during the negotiation process.

8. Letter of Indemnification: who originates this document? Is the information required to be submitted in the body of our proposal or does perhaps our insurance carrier provide it? OR: is it automatically accepted by us when we sign/submit proposal?

Answer: This requirement on page 17 section (M) Insurance will be removed.

9. Is a financial statement required to be submitted as part of the proposal?

Answer: Yes, upon request. Please read page 24 of solicitation, number 13.

10. Do you require more than their college transcripts and bio in our college directory? Would you need their employment application (which may have been completed years ago) or their resume' that, again, may be outdated?

Answer: Please read page 9-11 section (C) Specific Proposal Instructions. Proposals should be as thorough and detailed as possible so that PBCHA may properly evaluate your capabilities to provide the required services.